

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address  MARTA Division of Contracts and Procurement Contract Control Branch 401 West Peachtree Street, N.E. Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed MAY 20 1977    77-124    MAY 26 1977	
4. Person to Contact Joann L. Bahn		1. Application MAY 20 1977	2. Dept. Application No.
5. Working Title Contract Control Manager		6. Telephone Number 586-5269	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest                      Latest May, 1977    Present	9. Records Series Title (followed by title used in office; if different) Vendor Information Packages File		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Division of Contracts and Procurement is responsible for the development, maintenance, and implementation of Authority-wide purchasing procedures, consultant selection procedures, contracting procedures, contract administration procedures, and all competitive bidding on contracts under the MARTA Act.  Contract Control Branch is responsible for management of all official contract records, Vendor Reporting System, vendor relations, legal ads, defined portions of the MARTOC Report, defined portions of administrative purchasing and public relations.			
11. Record Series Description  Documents relating to:  Included are:        File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  -Vendor Qualification and Information Automated System.  -Form No. 0848, Vendor Information Sheet, completed by vendor.  -Form No. 0888, Items Supplied List, checked by vendor.  -In vendor number sequence.	
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>never</u> ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) <u>Unknown - new file</u>			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy. <b>NEW SYSTEM</b>
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <b>AUTOMATED SYSTEM</b>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

15. Retention Requirements      The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>6 mos.</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions      This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other June 30 and Dec. 30 then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to ~~RECORDS~~ Records Center; hold two year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>James L. Baker</i>	<i>5-10-77</i>		<i>Wayne P. Crowder</i>	<i>5/17/77</i>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>William T. Carville</i>	<i>5-11-77</i>		<i>William T. Carville</i>	<i>5/18/77</i>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>Robert C. Lee</i>	<i>5/14/77</i>		<i>Canale Hart</i>	<i>5/23/77</i>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Douglas M. Hair</i>	<i>5/13/77</i>			